

March 2, 1948

Chief, FBIB

Liaison Officer, FBIB

Monthly Progress Report

During the month of February closer desk level liaison was effected with ORE on subjects of immediate interest and within the scope of regularly received RDs. In several instances FBIB was able to supply the first available information on events abroad to individuals on the desks at ORE.

A study of the organization and composition of the material in the Daily FBIB Reports was prepared in an effort to show what variations could be made to increase the ease of reference to the reports. Although the subject has been thoroughly explored before, it is believed that it is well to re-examine periodically the organization and composition of reports in order to insure against rigidity and to attain maximum service to the readers.

A plan was submitted which envisaged a change in the procedure for adding to, deleting from, or changing the mailing lists of FBIB publications. The responsibility rests with OCD, Requirements Branch for approving or disapproving changes and since the reproduction and mailing functions have been transferred from FBIB to Services Branch, there appears to be no reason to include FBIB in the administrative procedure. If the plan is adopted greater speed and efficiency should result.

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